

Functions Presently Assigned to

SE/Admin/ [REDACTED]

25X1A

1. Conduct liaison on Logistical matters with the Logistics Division, Procurement Office and other Area Division Logistics Branches.
2. Prepare all requisitions for equipment and supplies for use by the SE Division, both abroad and in the United States.
3. Maintain records of all SE Logistical matters and supplies, including cable and dispatch files.
4. Arrange shipment of all equipment and supplies to SE Division overseas installations.
5. Prepare all requisitions for official and Quasi-personal motor vehicles for use by SE Division personnel abroad.
6. Maintain records and inventory of all Division vehicles.
7. Provides support and general services for the Washington Headquarters of SE Division, including furniture, telephone maintenance, repair work and all local moving.
8. Maintain a small stock of frequently needed operational equipment for loan.
9. Communicates as necessary with the field regarding matters and advises the field of shipments or status of material and of any new developments of possible use in Division operations.
10. Advises various Division staffs and branches, and compiles reports of logistical matters as requested, for project planning, budgets, evacuation, operations, etc.
11. Responsible for Division training and briefing of supply and logistical personnel going to field stations.
12. Maintain records of real estate rentals and leases [REDACTED]
[REDACTED] Coordinates leasing and maintenance of SE Division safehouse facilities [REDACTED]

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Security Information

13. Arrange and coordinate all shipments of household goods and equipment of personnel going to overseas stations.

14. Perform such other Logistic and supply functions as directed by the Chief of Administration and Logistics.

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